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ADM-8

19 DEC 1963

DD/S&T 2416-63

MEMORANDUM FOR THE RECORD

SUBJECT: Procedures for Obtaining Luncheon Service
from the Executive Dining Room

25X1A

1. The matter of obtaining luncheon service to the Office of the DD/S&T from the Executive Dining Room has been discussed with [REDACTED], the responsible officer in this matter. He informs me that the following procedure should be followed.

2. Such service is restricted solely to the DD/S&T and any guests he may have. Requests for the service should be levied on [REDACTED] on Extension [REDACTED]

[REDACTED] passionately pleads that the orders be placed in sufficient time to have them delivered either prior to 12:30 p.m. or after 1:30 p.m. The intervening hour is the heaviest dining-in period in the dining room itself and they are extremely loathed to dispatch waiters with trays to individual offices during this period.

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[REDACTED]
Executive Officer
Deputy Director
(Science and Technology)

Distribution:

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2 - DD/S&T Files

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EO/DD/S&T [REDACTED] jem:6562 (19 Dec 63)

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